

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Marc Kloker, Region 6 Information and Education Program Manager

ADDRESS: MT FWP - 54078 US Hwy 2 West

CITY: Glasgow

STATE: MT

ZIP: 59230

PHONE: 406-228-3704

EMAIL ADDRESS: mkloker@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 9, 2015

APPLICATION DEADLINE: Friday, March 6, 2015 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Information and Education Internship

OF POSITIONS: One

LOCATION(S): Glasgow, MT

WORK START/END DATES: Approx. June 1, 2015 to August 21, 2015

HOURS/WEEK: 40 (Intern may be expected to work on some weekend days.)

TRAINING/ORIENTATION DATES: N/A

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

Hourly pay starts at \$9.00. When attending to duties more than 15 miles from Glasgow headquarters, intern's meals will be compensated at state rates. Although it is expected that a state vehicle will be available to the intern, if required to use personal vehicle the state will reimburse intern at standard rates. There may be housing available from FWP at no charge to the intern. Intern will be expected to wear FWP uniform, which will be provided at no charge.

POSITION DESCRIPTION:

The intern position will include, but not be limited to, the following duties: 1) Assisting the Regional Information and Education Program Manager in planning, publicizing and conducting youth angling education activities; 2) Preparing fishing gear for use in the Kids-to-Fish rod and tackle loaner program; 3) Maintaining and organizing other angling, hunter education and bow hunter education equipment; 4) Assisting with other public relations projects, including the creation of news releases; 5) Attending inter-agency, intra-agency and public meetings with FWP

staff; 6) Assisting with planning and carrying out other educational programs that will be developed throughout the summer, ie: bird identification, bat netting, plant collections, insect collections 7) Occasionally helping other fisheries, wildlife and enforcement staff with work in the field.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Applicant must be a college student enrolled in Outdoor Recreation/Park Management or Education programs. Other curriculums such as Range Management, Wildlife & Fisheries Biology/Management, and Journalism and Communications will be considered. Past recreation and/or public communication experience is not necessary. Applicant should have some basic abilities to operate and repair angling equipment and be willing to learn how to instruct the use of a variety of types of fishing gear and techniques. Applicant should be comfortable working with other people, especially youths. Applicant should have some basic computer skills.

Applicant should have a valid driver's license, with the ability to operate manual and automatic transmission vehicles. Applicant may also be driving and backing pull-type trailers. Applicant should have at least some past experience with equipment such as manual and power tools. Applicant should be comfortable working outdoors in varying weather conditions.

PLEASE NOTE: This internship can cater to at least some college academic requirements and needs. Applicant should describe these requirements in their application resume and/or the cover letter.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Please send a detailed resume, a list of references (including names and phone numbers of past employer/supervisors), and a cover letter. The cover letter should address why the applicant wants to work in Eastern Montana and why he or she wants to learn basic outdoor recreation management and aquatic education, hunter education, and public outreach skills. Please send to Marc Klover at address listed above.

ADDITIONAL INFORMATION:

The weather conditions in the areas where the intern will be working when outside can be harsh, very hot and sometimes windy. At times the intern may be working alone. Inside work will be in an office and/or shop environment.

There is NO overtime for this position, paid holidays, or additional compensation for working on holidays or weekends.

Housing may be provided in a trailer.